

D R A F T

**Town of Brentwood
Budget Committee Hearing
Minutes of October 3, 2011**

Present: Elyse Seeley (Chair), Bill Faria, Krista Steger, Bob Mantegari, Dianne Vosgien (School Board Representative), Jeff Bryan (Select Board Representative) .

Absent: Tracie May, Malcolm Allison

Public present: Lisa Swasey, Crystal Buswell, Donna Benshemer, Joyce Miller, Tracy Waldron, Robert Gilbert, Don Petterson, Howard Cadwell.

Chairperson Elyse Seeley called the meeting to order at 7:04 pm.

1. BTA asked to tape meeting. Also made their own copies of disseminated drafts/notes with portable copier brought in.
2. Motion to approve the draft minutes from September 26, 2011. Motions made by various for corrections. Approved as amended. Bob/Bill, approved 6-0.
3. Schedule additions posted include a joint meeting with Selectmen for 7:15 PM Oct 4th & BudCom's 2012 budget comes before Selectmen on Oct 18 7PM
4. Brentwood Newsletter would like a photo of Budget Committee members. As Dianne will not be present until November 7, we'll schedule for that date.

Budget Committee Budget

Elyse handed out and committee discussed Budcom budget. This budget is the same as last year's with no increase. Motion to approve Budget Committee budget for \$700 as presented, Jeff/Bob, approved 6-0.

Budget Status (Selectmen Board Rep)

- 1 Elyse invited Howard Cadwell to discuss his memo to the Select Board on CPI indexes and potential inflation rate for the coming year. Howard explained that the numbers are derived by comparing prices and costs from one point in the past to a point in the current year (i.e August 2009 to August 2011). This is a best guess of what the economic indicators show and what the future cost of living will be in the coming year. It is a best guess and based on national data. It is also a number that fluctuates monthly with different indicators and it a starting point but by no means the only item that should be used to decide on potential COLAs.
- 2 Jeff and Elyse advised that the Selectmen have a schedule of when the various department budgets will be reviewed and discussed. Elyse will distribute the schedule to the committee. The Board of Selectmen would like us to attend the next board meeting, Tuesday, October 4 to provide input to the discussions on town salary guidelines.

- 3 From Dept Head Meeting last week, department heads felt budgets are all on target except the Fire Department which the Chief feels may go over budget this year. The chief was reminded he must stay within the approved budget by law unless authorized by Selectmen. At the meeting, Elyse offered Budcom assistance and the Selectmen offered to work with the Fire Department to ensure they stay within the approved budgeted numbers.

Library Trustees

The Library Trustees search committee presented a handout detailing the need and numbers to replace the Head Librarian who has decided to retire at the end of the year. Based on comparisons of towns in proximity, the search committee believes the library will need a full-time Library Director with benefits. Members asked about comparative data for libraries with similar circulations. Position will increase salary costs approximately \$7,858.00 over last year's library budget. They do not have any estimates on the total library budget at this time. They would like the budget committee to approve their search for a new librarian. The committee advised them that this Committee does not vote on line items or approve positions per se in advance. We will look at their overall budget. They need to manage their operations and proceed as they believe would be appropriate. The Budcom will look at a bottom-line, as we do with all the departments and make a decision based on the overall economic conditions. Jeff stated the Selectmen Board advised the search committee to move forward with the effort. Chair asked for copy of the job description to be posted.

Budget Status (School Board Rep)

1. Dianne stated there are no issues or changes since our meeting last week (September 26). The School Board meets next week (October 17). Elyse asked if we could get a preliminary school budget by November 21. Diane stated she would discuss this with the School Board next week and try to get something for us in November.

Review Draft By-Laws

Tabled until next meeting

Our next meeting is scheduled for tomorrow with Selectmen, then Monday October 17, at 7 pm

Motion to adjourn at 8:40. Bob/Jeff, approved 6-0

Adjourned

Minutes respectfully submitted by

William C Faria